

**TOWN OF DEWEY-HUMBOLDT  
BOARD OF ADJUSTMENT  
MEETING MINUTES  
MAY 21, 2012, 2:00 P.M.**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT BOARD OF ADJUSTMENT WAS HELD ON MONDAY, MAY 21, 2012, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR LYDIA CHAPMAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:00 p.m.
2. **Pledge of Allegiance.** Made.
3. **Roll Call.** Board Members Judy Davidson, and Frank Davidson; Vice Chair Jack Hamilton; and Chair Lydia Chapman were present.
4. **Consent Agenda.**
  - 4.1. **Approval of Minutes from the April 23, 2012 BOA meeting.**

Vice Chair Jack Hamilton made a motion to approve the minutes as presented, seconded by Board Member Judy Hamilton. They were approved by a unanimous vote.

At the Chair's request to rotate minute-taking duties, there was discussion. Refusal was unanimous based on the assumption that the Chair would require more detail than members were willing; 2. Members would be distracted, lack of attention to/participation in meetings. 3. Dislike minute-taking 4. Not writing legibly. The Board agreed the Chair should do the minutes.
5. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on matters previously presented to the Board. None.
6. **Discussion Agenda-New Business-** Discussion and Possible Action on matters not previously presented to the Board.
  - 6.1. **Pro's and con's of submitting notes to note-taker.** There was discussion and consensus for not submitting members' hearing notes based on no need; not part of evidence or public record.
  - 6.2. **Specifics for handling "points of order", "out of order", and general interruptions.** Points of order, out of order and general interruptions are perceived as Chair's duties.
  - 6.3. **Discussion and appointment of duties during meetings and hearings (note-taker, peace-maker or "Sergeant at Arms" to correct usage or misapplication of "Robert's Rules".** Appointment of duties during hearings concurred with perceptions of agenda item 6.2.
  - 6.4. **Possible amendments to BOA's procedural documentation.** Amendments to BOA Procedures include:

Article I, Section 1 change: "...Friday of each month" to "...Monday of each month, 2:30PM."

Article II, Section 1 change: "...and of records of all its meetings" to "...and of records of all its hearings."

Article V, Section 5 change: "...shall be permitted to examine or cross-examine..." to "...shall be permitted to cross-examine."

Vice Chair Hamilton made a motion to accept the changes as agreed upon, seconded by Board Member Frank Davidson. The motion passed by a unanimous vote.

**7. Planner's Report**

None.

**8. Comments from Public.**

None.

**9. Comments from Board and Future Agenda Requests - No discussion.**

July 16<sup>th</sup> meeting will be the annual Election of Officers per Article II of BOA Procedures.

June's meeting will be the third Friday, the 15<sup>th</sup> at 2:00pm since Hearing Officer will be in attendance and cannot attend the third Monday. Vice Chair Hamilton requested only having BOA meetings when they are "of value".

**10. Adjourn.**

The meeting was adjourned at 3:05PM.

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Lydia Chapman, Chair

ATTEST:

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Mandi Garfield, Administrative Assistant